United Nations ST/IC/2014/29

Secretariat

18 December 2014

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised procedures for obtaining a driver's licence and testing requirements for licences with a "motorcycle endorsement" for non-United States citizens**

1. The purpose of the present circular is to inform staff of the following:

(a) Diplomatic note dated 9 October 2014 from the United States Mission to the United Nations regarding revised procedures for obtaining a driver's licence with a "motorcycle endorsement" issued by the Office of Foreign Missions (see annex I);

(b) Current licensing procedures issued by the United States Office of Foreign Missions for non-United States citizens in the tri-state area of Connecticut, New Jersey and New York (see annex II).

2. The revised procedures concerning the motorcycle endorsement require motorcycle training/testing in instances in which the applicant's motorcycle endorsement was issued under foreign standards that are less stringent than standards applied by states in the United States of America, as determined by the Office of Foreign Missions. The Secretariat will be notified separately in writing if such a determination is made. A motorcycle endorsement is required for the operation of a moped, scooter or motorcycle with an engine size of 49 cm^3 and above.

3. The objective of the revised procedures is to ensure that motorcycle operators possess the motorcycle safety skills necessary to ensure the safety of the public and riders. The details of the revised procedures are presented in annex I of the present circular.

4. The details of the general licensing procedures issued by the United States Office of Foreign Missions for Connecticut, New Jersey and New York are set out in annex II.

* The present circular will be in effect until further notice and supersedes ST/IC/2006/19.

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Annex I

Diplomatic note dated 9 October 2014 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the Secretariat and wishes to inform it that the United States Department of State has decided, for reasons of public safety, and after conducting extensive research on the subject, to revise its current policy concerning the testing requirements for obtaining a Department of State driver's license issued by the Office of Foreign Missions with a "motorcycle endorsement" that permits the licensee to operate a motorcycle in the United States.

The current policy of the Department of State allows United Nations staff and their dependants who are eligible for a Department of State driver's license, and who hold a valid foreign license with a motorcycle endorsement permitting operation of a motorcycle with an engine size of 250 cm^3 or above, to add a motorcycle endorsement to the driver's license issued by the Office of Foreign Missions, with no additional training or testing. The current policy also requires United Nations staff members and their eligible dependants who do not hold a valid foreign driver's license with a motorcycle endorsement permitting the operation of a motorcycle with an engine size of 250 cm^3 or above, and who wish to obtain a motorcycle endorsement on a driver's license issued by the Office of Foreign Missions, to meet the requirements for novice motorcycle operators as imposed in the United States state in which they live.

To ensure that motorcycle operators possess the necessary motorcycle safety skills, the Department has concluded that it is necessary, for reasons of public and rider safety, to require motorcycle training/testing in instances in which the applicant's motorcycle endorsement was issued under foreign standards that are less stringent than those applied by states in the United States, as determined by the Office of Foreign Missions. The Secretariat will be notified separately in writing if such a determination is made.

The United States Mission wishes to take this opportunity to provide the following details on the new policy of the Department for the issuance of a motorcycle endorsement:

1. The Office of Foreign Missions will not require any additional testing if an applicant holds a valid foreign driver's license with a motorcycle endorsement permitting the operation of a motorcycle with an engine size of 125 cm^3 or above; and

2. The Office of Foreign Missions has found that the issuing country's motorcycle endorsement testing and preparation requirements are equivalent to United States standards.

3. If the applicant does not meet the criteria set out in paragraph 1 above, he/she will now be required to complete the Motorcycle Safety Foundation (MSF) "Basic Rider" course, which is offered in 48 states, or the approved course in the state in which the applicant lives, all of which meet or exceed the standards established by the Foundation. To determine an applicant's nearest training provider and course availability, missions are requested to visit the Foundation's website at

www.msf-usa.org/students.aspx. Please note that the cost of these courses varies by jurisdiction.

The Secretariat is informed that eligible staff members are only required to obtain a driver's license with a motorcycle endorsement issued by the Office of Foreign Missions for the operation of a moped, scooter or motorcycle with an engine size of 49 cm^3 and above. For the operation of the above-mentioned vehicles with an engine size below 49 cm^3, a regular class C driver's license is sufficient.

The United States Mission to the United Nations appreciates the continuing cooperation of the Secretariat with the host country's motor vehicle programme.

Annex II

Licensing procedures for non-United States citizens

New York State

First-time applicants

Non-immigrant visa holders (to include G-4 visa holders) must show:

- The passport
- The visa, issued for a duration of at least one year
- The I-94
- Social Security card or letter of ineligibility issued by the Social Security Administration

The above items must be the originals; photocopies are not accepted.

- If the applicant presents a Social Security card, four more points of identification are required. A list of documents that serve as points of identification can be found on the New York State Department of Motor Vehicles website (www.dmv.ny.gov). A United Nations employee identification card can serve as one point of identification *only for the principal*. As the I-94 issued to G-4 visa holders is normally marked "D/S" (for duration of status), the employee's identification card must have at least six months' validity remaining.
- The Social Security Administration's letter of ineligibility *does not* serve as a point of identification. These individuals will need three more "points of identification". Examples are debit/credit card, each one point; utility or cell phone bill, each one point.

Persons presenting a letter of ineligibility (usually dependants) will also be subject to secondary verification through the immigration database while they wait.

- For dependants, the Midtown Manhattan office of the New York State Department of Motor Vehicles has agreed to accept a photocopy of the employee's identification card to address the "duration of status" issue. The dependant's G-4 visa should have an annotation indicating the applicant's connection to the employee. If the visa is not so annotated, the dependant will be required to present the principal's identification card or visa/passport.

For driver's license renewals

First-time licenses are issued for an eight-year period. Renewals are for eight years. To renew a New York State driver's license, the applicant must present a passport, visa and I-94 with at least six months' status remaining. The New York State driver's license will provide the remaining points of identification required.

Connecticut

First-time applicants

Non-United States citizens seeking a first-time Connecticut driver's license must visit a Department of Motor Vehicles hub office. A list of these offices can be found on the Connecticut Department of Motor Vehicles website (www.ct.gov/dmv).

Non-immigrant visa holders (to include G-4 visa holders) must show:

- The passport, visa, and I-94 as well as a secondary identification document. A list of acceptable secondary documents can be found on the Department of Motor Vehicles website. A United Nations employee identification card, although it does not appear on the website's list of secondary documents, is also acceptable.
- Social Security card or letter of ineligibility issued by the Social Security Administration.

The above items must be the originals; photocopies are not accepted.

- The Social Security Administration's letter of ineligibility *does not* serve as a point of identification. Individuals with such letters will need one more point of identification. A list of documents serving as points of identification can be found on the Connecticut Department of Motor Vehicles website (www.ct.gov/dmv).

Persons presenting a letter of ineligibility (usually dependants) will also be subject to secondary verification through the immigration database while they wait. If timely responses from Immigration are not received, the applicant will be asked to return to the same office at a later date. Employment authorization documents are accepted.

- The applicant must also provide two separate pieces of mail from separate sources showing Connecticut residence, such as telephone bills, lease contracts, etc. These items must be less than 90 days old.

For driver's license renewal

To renew a Connecticut driver's license, applicants only need to present their current Connecticut driver's license. The Connecticut driver's license will provide the points of identification required.

New Jersey

First-time applicants

Non-immigrant visa holders (to include G-4 visa holders) must show:

- The passport with visa and I-94
- Social Security card or letter of ineligibility issued by the Social Security Administration

The above items must be the originals; photocopies are not accepted.

- If the applicant presents a Social Security card, only one more point of identification is required. A list of documents that serve as points of identification can be found at the New Jersey Motor Vehicle Commission website (www.state.nj.us/mvc). A United Nations employee identification card can serve as one point of identification.

- The Social Security Administration's letter of ineligibility *does not* serve as a point of identification. These individuals will need two more points of identification. Persons presenting an ineligibility letter (usually dependants) will also be subject to secondary verification through the immigration database while they wait. Employment authorization documents are accepted as one point of identification.

- The applicant must also provide proof of New Jersey residence, such as a telephone bill, lease contract, etc. The item must be in the applicant's name.

For driver's license renewal

For persons whose I-94 is marked "D/S", New Jersey issues a license valid for one year plus 90 days. To renew a New Jersey driver's license, the applicant must again present the passport, visa and I-94 and the New Jersey driver's license to be renewed, in addition to one additional point of identification, such as a Social Security or ATM card or bank statement. The license will be renewed for another period of one year plus 90 days.